



Associate
Deputy Director
for Administration

DDA 88-0171
22 January 1988

NOTE FOR: Deputy Director for Intelligence

SUBJECT: Your Question About Agency
Drug Policy and Contractors

Dick. *[Signature]*

I have attached a few brief notes
outlining our procedures for implementing
our Agency drug-free policy. Give me a
call if you want more details.

[Redacted]
Henry P. Mahoney

Att

15-1

ORIG:EXA/DDA: *[Redacted]*

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AGENCY PROCEDURES FOR MAINTAINING A DRUG-FREE WORKPLACE

Pre-Employment Screening

- Background investigation seeks to determine the extent to which references and associates believe the applicant may use or abuse drugs and/or alcohol.
- Medical examination includes screening the applicant's urine sample for evidence of marijuana usage. Blood analysis is done to spot indications of liver damage due to alcohol abuse.
- Psychological assessment which looks for any abnormal behavior which may indicate abuse of drugs or alcohol.
- Polygraph examination questions the applicant about use of drugs.

Trial Period Reinvestigation

- Polygraph examination; any instance of substance abuse during the time since commencement of the individual's employment is specifically covered.
- Updated background investigation may be included.

Routine Reinvestigation

- Updated background investigation. If there are indications of possible alcohol abuse, or if employee has had a history of related prior problems, reinvestigation may include a fitness-for-duty medical examination.
- Polygraph examination focuses on counterintelligence. However, a specific issue polygraph examination may be conducted if there are indications of drug abuse.

Contractors

- The Agency has no policy requiring that companies serving as industrial contractors have a drug policy. We only have our own normal adjudication process--responses to drug-related questions on the PHS and industrial security investigations. Drug-related issues which surface must be resolved. Polygraph examinations are conducted for contractors who do not require regular access to Agency premises but who hold key or critical positions on classified Agency projects. The polygraph focuses on counterintelligence only. For those contractors who require regular, unescorted access to Agency buildings, a polygraph is conducted which includes both counterintelligence and life-style questions.